

# MEDICAL STUDENT PROGRESS BOARD

## Role of the Board

### A. Responsibilities of the Board.

The Medical Student Progress Board is responsible for reviewing the professional development of all students enrolled in the medical student curriculum. Professional development includes an assessment of the student' academic progress as well as their ethical, prudent and humanitarian behavior as described in the section on Professional Development. The Board advises the Associate Dean for Medical Education and the Dean of the School of Medicine by recommending the promotion, dismissal, repetition of course work, or other special action for each medical student before that student may progress from one year to the next in the medical curriculum or be considered for graduation. The Board refers students who are having difficulty with professional development to the Associate Dean for Student Affairs, who will arrange for appropriate academic or personal counseling which may involve the Student Health Service. The Board chairperson may appoint a special ad hoc committee of faculty to do an in-depth evaluation of a student's professional development. This committee reports its findings to the Medical Student Progress Board. The Board advises the Associate Dean for Medical Education on matters related to grading and other types of evaluations of students, on procedures and requirements for promotion, and on other matters that relate to professional development of students. The Board hears all cases of alleged violations of professional conduct referred to it by course and clerkship directors and the Associate Dean for Student Affairs and make recommendations to the Associate Dean for Medical Education regarding sanctions that should be imposed. The Associate Dean for Medical Education may accept, deny, or revise the recommendations of the Board. Such action by the Associate Dean for Medical Education constitutes official action of the School of Medicine. The Associate Dean for Medical Education seeks final approval from the Dean of the School of Medicine for actions that may result in dismissal.

### B. Membership of the Medical Student Progress Board

The regular voting members of Board are:

1. Three faculty from basic science departments and four faculty from clinical departments.
2. The chairperson of the board will be appointed for a three-year term by the Dean of the School of Medicine and may be reappointed for additional three-year terms.
3. All members will be nominated by the Committee on Committees of the School of Medicine and appointed by the dean to serve three-year terms. Board members can be appointed for a second term. Appointments of the Board members will be staggered on an annual basis to assure continuity membership.
4. Annually, or if the incumbent is unable to serve, the Board will select a vice chairperson who will serve in the absence of the chairperson.
5. Ex-officio, non-voting members of the Board will include the Associate Dean for Student Affairs, the Associate Dean for Medical Education, Assistant Dean for Admissions and the Assistant Dean for Medical Education.
6. The Office of Education and Student Affairs maintains the official lists of regular voting members of the Board and notifies all Board members and appropriate course

directors of the time and place of each meeting. The Associate Dean for Student Affairs will communicate the results of the Dean's decisions regarding each student to the appropriate course directors, and the chairperson of the Medical Student Progress Board. The Assistant Dean for Medical Education will be designated as the recorder of the Board and keep minutes of all meetings of the Board.

7. A quorum of the board will consist of four voting members.

**C. Duties of the Chairperson of the Board**

1. Call and conduct all meetings of the Board;
2. Communicate the Board's recommendation to the Associate Dean for Medical Education;
3. Report the results of the Associate Dean's decisions regarding each student to the Board.
4. Insure that the rules and regulations of the Board are followed.
5. Represent and act on behalf of the Board between meetings.

**D. Advisors**

1. The Advisors to the Medical Student Progress Board are the course and clerkship directors. Any faculty member who gives a grade or otherwise evaluates a medical student may request to attend.
2. Duties of the Advisors  
Whenever appropriate advisors are expected to attend meetings of the Board. When the review considers student performance they will be expected to provide the Board with information about any student and to make recommendations regarding the disposition of students with academic or conduct deficiencies. After receiving the needed information and recommendations the Chairperson of the Medical Student Progress Board may excuse the Advisors and continue the meeting in executive

**E. Regular and special meetings of the Board**

Regular meetings of the Medical Student Progress Board will be held monthly. Special meetings of the Board may be called at any time by the Chairperson or, in his/her absence, by an appointed member, provided that notice of the meeting time and the agenda topics are given in advance to all of the regular voting members. The Chairperson is required to call a special meeting of the board whenever two or more members of the board make a written request for such a meeting. Special meetings of the Board are held for the purpose of hearings and decisions on recommendations for dismissal of students from the School of Medicine due to deficiencies in academic and professional development.

**F. Minutes of the Meeting and Records of the Board**

Minutes of each meeting of the Medical Student Progress Board will be prepared by the Chairperson of the Board. The minutes will be subject to review and correction by the Board. The Board records, copies of correspondence and minutes, are maintained in the Office of the Education and Student Affairs by the Associate Dean for Medical Education. Working copies may be kept and used by the Chairperson of the Board. Access to minutes is provided for all members of the Medical Student Progress Board, the Associate Dean for Students Affairs, Associate Dean for Medical Education and the Dean of the School of Medicine, or the Dean's designated representative. A student may review any part of the minutes or records that pertain specifically to that student, but does not have the right to inspect any other part of the records without authorization by the Associate Dean for Medical Education. The Associate Dean for Medical Education

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determines which sections of the Boards minutes and records pertain to a specific student and is accorded sufficient time to provide copies of these records for review by the student.

### POSSIBLE ACTIONS BY THE STUDENT PROGRESS BOARD

#### **Suspension, Dismissal and Expulsion but are not limited to just these actions.**

**Suspension** for a prescribed period of time, generally from two academic terms to one year, after which application may be made for re-admission.

**Dismissal:** Indefinite exclusion from the School of Medicine after which application may be made for re-admission. The Readmissions policy is in Administrative Policies and Procedures section.

**Expulsion:** Permanent exclusion from the School of Medicine.

**Academic Probation:** See Student Disciplinary Section